



089320

UNITED STATES GENERAL ACCOUNTING OFFICE

WASHINGTON, D.C. 20548

CIVIL DIVISION

June 2, 1971



LM089320

Dear Mr. Clark:

We have reviewed the financial management system and related financial transactions of the American Battle Monuments Commission for the purpose of settling the accounts of accountable officers through March 31, 1971. The review was directed primarily toward an evaluation of current administrative procedures and controls related to receipts and disbursements, and included such tests of financial transactions as we deemed appropriate.

Our review disclosed that the financial transactions and administrative operations were satisfactory for the purpose of settling the accountable officers' accounts. We found, however, that certain accounting records were not being maintained in accordance with the provisions of the agency's approved accounting manual. These records are needed to provide adequate control over Government resources. These matters are summarized below.

General ledger accounts:

- (1) general ledger accounts were not maintained on an accrual cost accounting basis;
- (2) budgetary control accounts were not maintained in the general ledger;
- (3) a subsidiary cost distribution register to record the expenditure of funds by object class was not maintained;
- (4) ABMC Central Office administrative overhead was not distributed to the ABMC Field Offices in the general ledger;
- (5) a consolidated trial balance was not prepared;
- (6) Field Office investment accounts did not include the net value of assets under the control of field offices.

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Property accounts:

- (1) the general ledger equipment control account and the subsidiary equipment record cards were not updated and maintained on a current basis;
- (2) the estimated value of donated equipment was not recorded at the time of donation;
- (3) equipment control data, such as the dates of acquisitions and disposals, purchase order number, and disposal authority, was not recorded on the subsidiary equipment record cards in order to facilitate reconciliation of the general ledger control account with the subsidiary equipment record cards.

Payroll accounts:


In addition, the duties of maintaining time and attendance records and the duties of preparing payroll should not have been vested with one person. The General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies (6 GAO 2.9) provides for a separation of these duties to assure that no one person performs all phases of a transaction from beginning to end.

The above matters were discussed with the appropriate officials at the ABMC Central Office and corrective action has been taken or has been promised.

In accordance with the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies (8 GAO 3) the records of financial transactions through March 31, 1971, may be transmitted to the Federal Records Center for storage in accordance with your records management program.

We wish to express our appreciation for the courtesy and cooperation extended to our representatives during the review. We would appreciate being advised of the final action taken with respect to the matters presented above.

Sincerely yours,


Dean K. Crowther
Associate Director

The Honorable Mark W. Clark, Chairman
American Battle Monuments Commission
Room 2067, Tempo A, 2nd & T Streets, S.W.
Washington, D.C. 20315

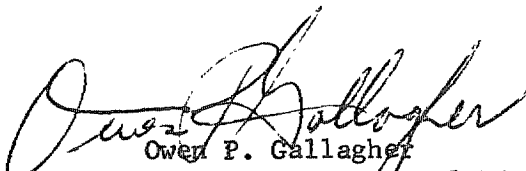
whether he continues to use the title Executive Secretary or some other title, e.g., Assistant to the Chairman.

Use of Mr. Praktish as an Expert

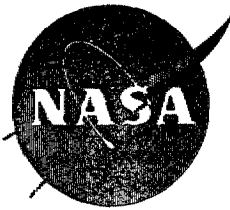
The Aerospace Safety Advisory Panel works directly with the Administrator and the conversion of Mr. Praktish's employment to an appointment as an expert to continue in support of the Panel Chairman on a part-time basis was arranged with the concurrence of the Administrator.

The foregoing information clearly establishes that (1) Mr. Praktish's duties since October 1969 cannot be performed satisfactorily by anyone who is not unusually competent in the activities of the Panel and (2) the highly specialized knowledges and skills that Mr. Praktish possesses are not needed full time. Mr. Praktish's compensation as an expert is equivalent to the General Schedule pay that he previously drew and he voluntarily relinquished a competitive position and rights provided by the Civil Service Act and other laws applying to Competitive Service positions. He has stated that he plans to return to the Federal Service in a full-time position when his graduate studies are completed.

An assessment of these circumstances, in connection with the provisions of Chapter 304 of the Federal Personnel Manual, leads to the conclusion that Mr. Praktish's appointment as an "expert" is not illegal. Rather, the determinations relating to his appointment seem to be in the nature of judgmental decisions that may be properly made under the agency's agreement with the Civil Service Commission.


Owen P. Gallagher
Director, Headquarters Personnel Division

Attachments



NMI 1156.14

December 7, 1967

Effective date

Management Instruction

SUBJECT: AEROSPACE SAFETY ADVISORY PANEL

1. PURPOSE

This Instruction sets forth the authority for, and the duties, procedures, organization, and support of the Aerospace Safety Advisory Panel.

2. AUTHORITY

The Aerospace Safety Advisory Panel (hereafter called the "Panel") was established under Section b of the National Aeronautics and Space Administration Authorization Act, 1968 (PL 90-67, 90th Congress, 81 Stat. 168, 170). Since the Panel was established by statute, its formation and use are not subject to the provisions of Executive Order 11007 or of NMI 1150.2, except to the extent that such provisions are made applicable to the Panel under this Instruction.

3. DUTIES

- a. The duties of the Panel are set forth in Section 6 of the National Aeronautics and Space Administration Authorization Act, 1968, as follows:

"The Panel shall review safety studies and operations plans referred to it and shall make reports thereon, shall advise the Administrator with respect to the hazards of proposed or existing facilities and proposed operations and with respect to the adequacy of proposed or existing safety standards, and shall perform such other duties as the Administrator may request."

- b. Pursuant to carrying out its statutory duties, the Panel will review, evaluate, and advise on all elements of NASA's safety system, including especially the industrial safety, systems safety,

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and public safety activities, and the management of these activities. These key elements of NASA's safety system are identified and delineated as follows:

- (1) Industrial Safety. This element includes those activities which, on a continuing basis, provide protection for the well being of personnel and prevention of damage to property involved in NASA's business and exposed to potential hazards associated with carrying out this business. Industrial safety relates especially to the operation of facilities in the many programs of research, development, manufacture, test, operation, and maintenance. Industrial safety activities include, but are not limited to, such functions as:
 - (a) Determination of industrial safety criteria.
 - (b) Establishment and implementation of safety standards and procedures for operation and maintenance of facilities, especially test and hazardous environment facilities.
 - (c) Development of safety requirements for the design of new facilities.
 - (d) Establishment and implementation of safety standards and procedures for operation of program support and administrative aircraft.
- (2) Systems Safety. This element includes those activities specifically organized to deal with the potential hazards of complex R&D systems that involve many highly specialized areas of technology. It places particular emphasis on achieving safe operation of these systems over their life cycles, and it covers major systems for aeronautical and space flight activities, manned or unmanned, including associated ground-based research, development, manufacturing, and test activities. Systems safety activities include, but are not limited to, such functions as:
 - (a) Determination of systems safety criteria, including criteria for crew safety.
 - (b) Determination of safety data requirements.
 - (c) Performance of systems safety analyses.

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- (d) Establishment and implementation of systems safety plans.
- (3) Public Safety. This element includes those activities which, on a continuing basis, provide protection for the well being of people and prevention of damage to property not involved in NASA's business, but which may nevertheless be exposed to potential hazards associated with carrying out this business. Public safety activities include, but are not limited to, such functions as:
 - (a) Determination of public safety criteria.
 - (b) Establishment and control of public safety hazards associated with facility and systems tests and operations.
 - (c) Establishment and implementation, as required, of emergency or catastrophe control plans.
- (4) Safety Management. This element includes both the program and functional organizations of NASA and its contractors involved in the identification of potential hazards and their elimination or control as set forth in the foregoing description of safety activities. It also includes the management systems for planning, implementing, coordinating, and controlling these activities. These management systems include, but are not limited to, the following:
 - (a) The authorities, responsibilities, and working relationships of the organizations involved in safety activities, and the assessment of their effectiveness.
 - (b) The procedures for insuring the currency and continuity of safety activities, especially systems safety activities which may extend over long periods of time and where management responsibilities are transferred during the life cycles of the systems.
 - (c) The plans and procedures for accident/incident investigations, including those for the follow-up on corrective actions and the feedback of accident/incident information to other involved or interested organizations.
 - (d) The analysis and dissemination of safety data.

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4. PROCEDURES

- a. The Panel will function in an advisory capacity to the Administrator, and, through him, to those organizational elements responsible for management of the NASA safety activities.
- b. The Panel will be provided with all information required to discharge its advisory responsibilities as they pertain to both NASA and its contractors' safety activities. This information will be made available through the mechanism of appropriate reports, and by means of in situ reviews of safety activities at the various NASA and contractor sites, as deemed necessary by the Panel and arranged through the Administrator. The Panel will thus be enabled to examine and evaluate not only the general status of the NASA safety system, but also the key elements of the planned and on-going activities in this system.

5. ORGANIZATIONa. Membership

- (1) The Panel will consist of a maximum of nine members, who will be appointed by the Administrator. Appointments will be for a term of six years, except that, in order to provide continuity of membership, one-third of the members appointed originally to the Panel will be appointed for a term of two years, one-third for a term of four years, and one-third for a term of six years.
- (2) Not more than four members of the Panel shall be employees of NASA, nor shall such NASA members constitute a majority of the composition of the Panel at any given time.
- (3) Compensation and travel allowances for Panel members shall be as specified in Section 6 of the NASA Authorization Act, 1968.

b. Officers

- (1) The Officers of the Panel shall be a Chairman and a Vice Chairman, who shall be selected by the Panel from their membership to serve for one-year terms.
- (2) The Chairman, or Vice Chairman in his absence, shall preside at all meetings of the Panel and shall have the usual powers of a presiding officer.

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c. Committees

- (1) The Panel is authorized to establish special committees, as necessary and as approved by the Administrator, to carry out specified tasks within the scope of duties of the Panel.
- (2) All such committee activities will be considered an inseparable extension of Panel activities, and will be in accordance with all applicable procedures and regulations set forth in this Instruction.
- (3) The Chairman of each special committee shall be a member of the Aerospace Safety Advisory Panel. The other committee members may or may not be members of the Panel, as recommended by the Panel and approved by the Administrator.
- (4) Appointment of Panel members to committees as officers or members will be either for one year, for the duration of their term as Panel members, or for the lifetime of the committee, whichever is the shortest. Appointments of non-Panel members to committees will be for a period of one year or for the lifetime of the committee, whichever is shorter.
- (5) Compensation and travel allowances for committee members who are not members of the Panel shall be the same as for members of the Panel itself, except that compensation for such committee members appointed from outside the Federal Government shall be at the rate prescribed by the Administrator for comparable services.

d. Meetings

- (1) Regular meetings of the Panel will be held as often as necessary and at least twice a year. One meeting each year shall be an Annual Meeting. Business conducted at this meeting will include selecting the Chairman and the Vice Chairman of the Panel, recommending new committees and committee members as required or desired, approving the Panel's annual report to the Administrator, and such other business as may be required.
- (2) Special meetings of the Panel may be called by the Chairman, by notice served personally upon or by mail or telegraph to the usual address of each member at least five days prior to the meeting.

- (3) Special meetings shall be called in the same manner by the Chairman, upon the written request of three members of the Panel.
- (4) If practicable, the object of a special meeting should be sent in writing to all members, and if possible a special meeting should be avoided by obtaining the views of members by mail or otherwise, both on the question requiring the meeting and on the question of calling a special meeting.
- (5) All meetings of special committees will be called by their respective chairmen pursuant to and in accordance with performing their specified tasks.
- (6) Minutes of all meetings of the Panel, and of special committees established by the Panel, will be kept. Such minutes shall, at a minimum, contain a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the Panel or committee. The accuracy of all minutes will be certified to by the Chairman of the Panel (or by the Vice Chairman in his absence) or of the committee.

e. Reports and Records

- (1) The Panel shall submit an annual report to the Administrator.
- (2) The Panel will submit to the Administrator reports on all safety reviews and evaluations with comments and recommendations as deemed appropriate by the Panel.
- (3) All records and files of the Panel, including agendas, minutes of Panel and committee meetings, studies, analyses, reports, or other data compilations or work papers, made available to or prepared by or for the Panel, will be retained by the Panel.

f. Avoidance of Conflicts of Interest

- (1) Nongovernmental members of the Panel, and of special committees established by the Panel, are "Special Government Employees" within the meaning of NHB 1900.2A, which sets forth guidance to NASA Special Government Employees regarding the avoidance of conflicts of interest and the observance of ethical standards of conduct. A

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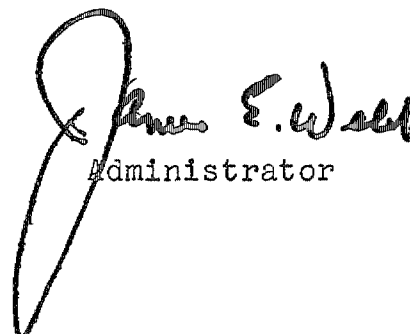
NMI 1156.14

copy of NHB 1900.2A and related NASA instructions on conflicts of interest will be furnished to each Panel or committee member at the time of his appointment as a NASA consultant or expert.

- (2) Nongovernmental members of the Panel or a special committee will submit a "NASA Special Government Employees Confidential Statement of Employment and Financial Interests" (NASA Form 1271) prior to participating in the activities of the Panel or a special committee.

6. SUPPORT

- a. A staff, to be comprised of full-time NASA employees, shall be established to support the Panel. The members of this staff will be fully responsive to direction from the Chairman of the Panel.
- b. The director of this staff will serve as Executive Secretary to the Panel. The Executive Secretary of the Panel, in accordance with the specific instructions from the Chairman of the Panel, shall:
 - (1) Administer the affairs of the Panel and have general supervision of all arrangements for safety reviews and evaluations, and other matters undertaken by the Panel.
 - (2) Insure that a written record is kept of all transactions, and submit the same to the Panel for approval at each subsequent meeting.
 - (3) Insure that the same service is provided for all special committees of the Panel.



James E. Wall
Administrator

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
REQUEST FOR SERVICES OF CONSULTANT OR EXPERT

ENCLOSURE II
Page 39

1. NAME OF CONSULTANT OR EXPERT
Carl Robert Praktish

2. DATE OF REQUEST
September 1969

3. ORGANIZATIONAL UNIT
Office of the Administrator

4. LOCATION
Washington, D. C.

5. SERVICES TO BE PERFORMED *(Explain fully, so that the knowledge, skills and expertise needed are identified)*

The Panel provides the Administrator, as requested, a definition of the hazard identification and risk assessment implications of policies, management systems and specific operating situations. The Panel holds data gathering reviews with NASA headquarters and centers and principal contractors as necessary. These result in assessment and recommendations to the Administrator.

The duties, in support of the Panel Chairman, include:

(1) monitor the development of Panel agendas for its reviews and deliberations and approve the agendas as to the adequacy of the delineation of issues to be considered by the Panel.

(2) assist in the preparation and editing of Panel reports as to descriptive data and Panel conclusions and recommendations.

(3) advise the Panel Chairman on the hazard identification and risk assessment implications of the policies of NASA and its principal contractors.

(4) prepare policy analyses and studies of operating systems as requested by the Panel Chairman or elements of NASA staff as approved by the Chairman.

(5) serve as liaison between the Panel and NASA organizational elements and principal contractors.

(6) work with the Chairman in the institutionalization of the Panel as a continuing function within the NASA-contractor system.

6. SPECIAL QUALIFICATIONS OF CONSULTANT OR EXPERT *(List those qualifications, including experience and training, which relate specifically to the services to be performed, so as to show that the employee is qualified as an expert or consultant for the duties for which the appointment is made. Continue on reverse)*

(1) extended experience as staff assistant to senior agency management resulting in a knowledge of the evolution and current content of NASA policies, organizational structure, programs and management systems.

(2) recent direct knowledge of principal NASA contractor policies and management systems as well as a broad knowledge of program management within the aerospace discipline.

(3) working familiarity with principal NASA and contractor executives.

(4) within this broader context, as first Executive Secretary of the Panel:

(a) assisted the Administrator in the establishment and organization of the Panel and the selection of its membership.

(b) organized the Panel's first year's activities and agendas, including the Panel's Apollo review and edited the resulting reports.

(c) advised the Chairman on relations with Congressional and other governmental elements.

7. WILL THE CONSULTANT OR EXPERT BE CALLED UPON, IN CONNECTION WITH HIS NASA DUTIES, TO DEAL WITH ANY BUSINESS ENTITY OR OTHER ORGANIZATION (Whether profits or non-profit) DOING BUSINESS WITH THE FEDERAL GOVERNMENT? (Explain and identify such entities, if known.)

Principal NASA contractors for data gathering and liason.

8. WILL THE CONSULTANT OR EXPERT BE CALLED UPON IN CONNECTION WITH HIS NASA DUTIES TO GIVE ADVICE ON, OR MAKE RECOMMENDATIONS IN CONNECTION WITH, CONTRACTUAL OR PROCUREMENT MATTERS, OR PROPOSALS SUBMITTED TO NASA, FOR A CONTRACT OR GRANT? (If "Yes," give details.)

No

9. INDICATE THE TOTAL PERIOD DURING WHICH THE AVAILABILITY OF THE SERVICES OF THE CONSULTANT OR EXPERT IS DESIRED BY NASA

One year & extensions

10. ESTIMATE THE NUMBER OF DAYS DURING THE PERIOD OF AVAILABILITY SET FORTH IN ITEM 9 THAT THE CONSULTANT OR EXPERT IS EXPECTED TO PERFORM SERVICES FOR YOUR ORGANIZATION

130 days each year

11. SECURITY CLASSIFICATION OF POSITION

a. ☒ SENSITIVE (If sensitive, check clearance required)

(1) ☒ TOP SECRET

(2) ☐ SECRET

(3) ☐ CONFIDENTIAL

b. ☐ NON-SENSITIVE (No security clearance required)

12. CONSULTANT OR EXPERT WILL WORK THE FOLLOWING TOUR OF DUTY

a. ☒ INTERMITTENT (Less than a full-time basis with no prescheduled tour of duty)

b. ☐ PART-TIME (Less than full-time under a prescheduled regular tour of duty)

c. ☐ FULL-TIME (Full-time prescheduled regular tour of duty)

13. IF THE CONSULTANT OR EXPERT WORKS EITHER A PART-TIME OR FULL-TIME TOUR OF DUTY, SHALL HE ACCRUE ANNUAL LEAVE AND RECEIVE HOLIDAY PAY?

a. ☐ YES

b. ☒ NO

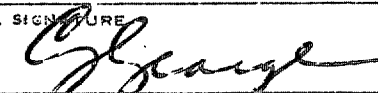
ESTIMATED COST OF SERVICES

a. COMPENSATION \$75 x 130 = \$9750	b. TRAVEL (Including per diem) \$16 per diem + travel = \$2500	c. OTHER (Specify) None	d. TOTAL COST \$12,250 per annum
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REQUESTED BY

a. TITLE	b. SIGNATURE	c. DATE 24 September 1969
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APPROVED BY

a. TITLE C. J. George, Director Secretariat Support Division	b. SIGNATURE 	c. DATE 10/3/69
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*Costs are a function of Panel travel as well as off-site assignments.

NASA-HQ



RICHLAND, WASHINGTON 99352

CHARLES D. HARRINGTON
PRESIDENT

August 22, 1969

Dr. Thomas O. Paine
Administrator
National Aeronautics and Space Administration
Washington, D. C. 20546

Dear Dr. Paine:

I understand that Carl Praktish is planning to resume his graduate studies in the coming academic year. Carl has been of the greatest assistance to the Aerospace Safety Advisory Panel in his capacity as Executive Secretary. He has established an excellent rapport with the various Centers and contractors, serving as liaison between the Panel and these organizations. I feel that his personal loss from the developing activities of the Panel would be a serious one to us. I should therefore like to recommend respectfully to you that consideration be given to inducing him to remain in the capacity of Executive Secretary to the Panel on a part-time basis, perhaps as much as half-time. I understand that he will be pursuing his graduate studies in the Washington area and may be able to adjust his schedule so as to permit this.

By remaining in the capacity of Executive Secretary he would be able to maintain contacts for the Panel with the various parts of the NASA organization and enable us to continue to take advantage of the personal relationships which he has developed. Since he would not have the remainder of his time available for the more routine staff work which has to be done for the Panel it would probably be necessary to supplement the present Panel staff. The Panel as a whole is recommending that consideration be given to additional staff support in any case so I believe this could be fitted in well with organizational planning which permits Carl to devote only half-time to this work. I have discussed this with Carl and believe that he would be interested in such an arrangement. Incidentally, during the coming summer, I would recommend that we plan to employ Carl on a full-time basis.

I would be glad to discuss this with you personally if you wish.

Yours sincerely,

REVIEW OF TRAVEL BY
RELATIVES OF NASA OFFICIALS

The NASA regulation governing official travel by families of NASA officials states that it is NASA policy to provide transportation for families of NASA officials at Government expense to (1) accomplish a mission directed by the President or (2) acquaint the public with NASA activities. The authority for this policy is cited by NASA as the National Aeronautics and Space Act of 1958 which directs NASA to provide for the widest practicable and appropriate dissemination of information concerning its activities and their results.

The following sections present details of the travel performed at Government expense by relatives of NASA officials during fiscal years 1969 and 1970.

USE OF COMMERCIAL AIRCRAFT

During the period covered by our review, commercial aircraft were used for trips involving relatives of NASA officials on two occasions.

Apollo 11 commemorative dinner at Los Angeles

NASA chartered a 131-seat United Airlines DC-8 to fly NASA officials, their wives, and official NASA guests to Los Angeles, California, to attend the Presidential state dinner held on August 13, 1969, honoring the Apollo 11 astronauts. A total of 119 passengers, including 54 wives and six guests of NASA officials, were on this flight which originated and terminated in Washington, D.C., and which made an intermediate stop at Houston, Texas, on the flight to Los Angeles and stops at Houston and at Huntsville, Alabama, on the return flight.

The cost of chartering the DC-8 for the August 13 and 14, 1969, round-trip flight was \$19,343. The invitational travel order authorizing air transportation for the NASA officials' wives included a statement that no added cost would be incurred by the Government. Our review of NASA Headquarters travel records showed that the wives who attended the dinner had not received any travel reimbursements.

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We were advised by Mr. William H. Banks, Deputy Director, Secretariat Support Division, that NASA-owned aircraft were not considered a practicable means for transporting people to Los Angeles, since their maximum capacity was 12 passengers and since they were slower and more costly to operate. They were used, however, for shuttle flights from NASA field centers to Houston, the boarding point for NASA officials and their guests who did not board at Washington.

A list of the wives of NASA officials who flew to Los Angeles on the chartered aircraft is provided below.

Wives of NASA Personnel Attending
Apollo 11 Dinner in Los Angeles
Via Chartered Aircraft

NASA Headquarters:

Allnutt, Mrs. Robert F.
Dembling, Mrs. Paul G.
Donlan, Mrs. Charles J.
Frutkin, Mrs. Arnold W.
Hage, Mrs. George H.
Humphreys, Mrs. James W.
Mueller, Mrs. George E.
Naugle, Mrs. John E.
Newell, Mrs. Homer E.
Phillips, Mrs. Samuel C.
Scheer, Mrs. Julian W.
Truszynski, Mrs. Gerald M.

NASA field installations:

Goddard Space Flight Center:

Clark, Mrs. John F.
Covington, Mrs. Ozro M.
Roberts, Mrs. Tech N.
Thompson, Mrs. Henry F.
Wood, Mrs. H. William

John F. Kennedy Space Center:

Clark, Mrs. Raymond L.
Debus, Mrs. Kurt H.
Donnelly, Mrs. Paul C.
Gorman, Mrs. Robert E.
Gruene, Mrs. Hans F.
Kapryan, Mrs. Walter J.
Middleton, Mrs. Roderick

NASA field installations (continued):

John F. Kennedy Space Center (continued):

Petrone, Mrs. Rocco A.
Preston, Mrs. G. Merritt
Ross, Mrs. Miles
Sendler, Mrs. Karl
Siepert, Mrs. Albert F.
Williams, Mrs. John J.

Langley Research Center:

Cortright, Mrs. Edgar M.

Manned Spacecraft Center:

Abbey, Mrs. George W.
Bolender, Mrs. C. H.
Charlesworth, Mrs. Clifford E.
Faget, Mrs. Max A.
Hjornevik, Mrs. Wesley L.
Johnston, Mrs. Richard S.
Kleinknecht, Mrs. Kenneth S.
Kranz, Mrs. Eugene F.
Lunney, Mrs. Glynn S.
McDivitt, Mrs. James A.
Raines, Mrs. James

George C. Marshall Space Flight Center:

Brown, Mrs. William D.
James, Mrs. Lee B.
Mrazek, Mrs. William A.
O'Connor, Mrs. Edmund F.
Rees, Mrs. Eberhard F. M.
Richard, Mrs. Ludie G.
Speer, Mrs. Fridtjof A.
von Braun, Mrs. Wernher
Weidner, Mrs. Hermann K.

Michoud Assembly Facility:

Constan, Mrs. George M.

Mississippi Test Facility:

Balch, Mrs. Jackson M.

Wallops Station:

Kreiger, Mrs. Robert L.

Mrs. Barbara Paine's trip to Australia

On October 25, 1969, Premier Sir David Brand, on behalf of the Government and people of Western Australia, extended

to Dr. and Mrs. Thomas O. Paine an official invitation to visit Perth, Australia, for the October 31, 1969, visit of the Apollo 11 astronauts. Because of the press of NASA business, including the impending Apollo 12 lunar mission, Dr. Paine was unable to accept the invitation; however, his wife, Mrs. Barbara Paine, accepted as his representative.

Mrs. Paine's travel was authorized by Mr. Julian W. Scheer, Assistant Administrator for Public Affairs. The travel order contained the following special provision.

"It is administratively determined that the travel authorized herein is for official business of the Government and that the traveler is acting in a capacity which is directly related to or is in connection with official activities of NASA."

Mrs. Paine departed Baltimore, Maryland, on October 28, 1969, and arrived in Perth on October 30, after making intermediate stops at Los Angeles, and at Sydney, Australia, for airline changes and after crossing the international date line on October 29. Mrs. Paine's travel voucher showed actual expenses of \$41.82 while staying at the Hotel Parmelia in Perth on October 30 and 31. She left Perth on the night of October 31 and arrived in Sydney where she remained through November 2 at no charge to NASA. On November 2, the astronauts left Sydney for Guam and Mrs. Paine returned to Perth at her own expense for a sojourn with relatives.

Mrs. Paine returned to Sydney on November 10, again at her own expense, and spent the night in the Wentworth Hotel. Examination of Mrs. Paine's travel voucher showed expenses of \$18.65 for this overnight stay. She left Sydney on November 11, crossed the international date line en route, and arrived in San Francisco on November 11. Mrs. Paine stayed overnight with relatives at no cost to the Government and returned to Washington the following day.

Mrs. Paine was authorized reimbursement for actual and necessary expenses not to exceed \$30 a day. In all, she was reimbursed \$60.47 for living expenses while in Australia.

USE OF NASA ADMINISTRATIVE AIRCRAFT

As agreed with your administrative assistant, our review of the use of NASA administrative aircraft by relatives of NASA officials was limited to the Langley Research Center-based airplane--NASA No. 1--which serves as the primary administrative aircraft for NASA Headquarters officials. We were advised that the decision as to whether it was appropriate for non-NASA personnel to travel via NASA administrative aircraft was made by the NASA Administrator.

During our review we compared the last names of NASA Headquarters officials with the last names of persons listed on the passenger manifests for NASA No. 1 during fiscal years 1969 and 1970. This comparison showed that 33 persons having the same last names as 23 NASA Headquarters officials had made trips aboard NASA No. 1 during this period. A NASA official confirmed that these 33 persons were relatives of the NASA Headquarters officials.

A schedule of the trips made on NASA No. 1 by relatives of NASA Headquarters officials is shown on the following schedule.

Schedule of Trips by Relatives of NASA Headquarters Officials
on NASA No. 1 During Fiscal Years 1969 and 1970

<u>Relative</u>	<u>Person related to and his position as of June 1970</u>	<u>Destination of relative</u>	<u>Date</u>	<u>Purpose</u>
Allnutt, Mrs. Robert F.	Robert F. Allnutt, Assistant to the Administrator	Cape Kennedy, Fla.	2-27-69	Visit Cape Kennedy
Beggs, Mrs. James M.	James M. Beggs, former Associate Administrator, Office of Advanced Research and Technology (OART)	Denver, Colo. Gainesville, Fla. Cape Kennedy, Fla.	7-12-68 10- 6-68 2-27-69	Speaking engagement Dedication of Space Science Research Building Visit Cape Kennedy
Crocker, Mrs. J. Allen	J. Allen Crocker, Office of NASA Associate Administrator	Cape Kennedy, Fla.	1- 2-69	Apollo 9 rollout
Cushman, Mrs. Ralph E.	Ralph E. Cushman, Special Assistant, Office of Administration	Wallops Island, Va.	4-13-69	Wallops Station ceremonies
Eggers, Jr., Mrs. Alfred J.	Alfred J. Eggers, Jr., Assistant Administrator, Office of Policy	Ames Research Center, Calif.	11-14-68	OART orientation of center
Farley, Mrs. Clare F.	Clare F. Farley, NASA Executive Officer, NASA Executive Secretary (acting)	Cape Kennedy, Fla.	7-14-69	Apollo 11 launch
Hage, Mrs. George H.	George H. Hage, former Deputy Director, Apollo Program, Office of Manned Space Flight (OMSF)	Huntsville, Ala. Ellington AFB, Tex.	8- 1-69 8-12-69	Huntsville award ceremony Connect with chartered aircraft for Apollo 11 dinner in Los Angeles
Harper, Mrs. Charles W.	Charles W. Harper, Deputy Associate Administrator, OART	Ames Research Center, Calif.	11-14-68	OART orientation of center
Jaffee, Ronald	Leonard Jaffee, Deputy Associate Administrator, Office of Space Science and Applications (OSSA)	Wallops Island, Va.	4-13-69	Wallops Station ceremonies
Moritz, Mrs. Bernard	Bernard Moritz, Associate Administrator, Office of Organization and Management (acting)	Cumberland, Md.	4-28-70	Award presentation
Mueller, Mrs. George E.	George E. Mueller, former Associate Administrator, OMSF	New York, N.Y.	1-10-69	Apollo 8 postflight activities
Newell, Andrew	Homer E. Newell, NASA Associate Administrator	Cape Kennedy, Fla.	1- 2-69	Apollo 9 rollout
Newell, Mrs. Homer E.	Homer E. Newell, NASA Associate Administrator	Cape Kennedy, Fla. New York, N.Y. Boston, Mass.	1- 2-69 1-10-69 12-26-69	Apollo 9 rollout Apollo 8 postflight activities American Association for the Advancement of Science speech
Paine, Frank	Thomas O. Paine, NASA Administrator	Washington, D.C. Cape Kennedy, Fla. New York, N.Y. Cape Kennedy, Fla.	12-21-68 5-17-69 9- 8-69 4-10-70	Return from Apollo 8 launch Apollo 10 launch United Nations speech Apollo 13 launch
Paine, George	Thomas O. Paine, NASA Administrator	Washington, D.C.	12-21-68	Return from Apollo 8 launch
Paine, Judith	Thomas O. Paine, NASA Administrator	Washington, D.C. New York, N.Y. Cape Kennedy, Fla. Worcester, Mass.	12-21-68 9- 8-69 4-10-70 6- 7-70	Return from Apollo 8 launch United Nations speech Apollo 13 launch Address to Worcester Polytechnic Institute
Paine, Margarite	Thomas O. Paine, NASA Administrator	Washington, D.C.	12-21-68	Return from Apollo 8 launch
Paine, Mrs. Thomas O.	Thomas O. Paine, NASA Administrator	Charleston, S.C. Washington, D.C. Cape Kennedy, Fla. New Orleans, La. Little Rock, Ark. Cape Kennedy, Fla. Cape Kennedy, Fla. Houston, Tex. Ellington, AFB, Tex.	12- 2-68 12-21-68 3- 2-69 3-28-69 5- 5-69 5-17-69 7-14-69 7-20-69 8-12-69	Chamber of Commerce meeting Return from Apollo 8 launch Apollo 9 launch Meeting at the Independent Schools Association of the Southwest Dinner speech Apollo 10 launch Apollo 11 launch View moon landing Connect with Air Force No. 1 for Apollo 11 dinner in Los Angeles

Schedule of Trips by Relatives of NASA Headquarters Officials
on NASA No. 1 During Fiscal Years 1969 and 1970 (continued)

<u>Relative</u>	<u>Person related to and his position as of June 1970</u>	<u>Destination of relative</u>	<u>Date</u>	<u>Purpose</u>
Paine, Mrs. Thomas O. (continued)		New York, N.Y.	9- 8-69	United Nations speech
		Huntsville, Ala.	10- 2-69	Awards ceremony
		Houston, Tex.	10- 2-69	Awards ceremony
		Cape Kennedy, Fla.	11-13-69	Apollo 12 launch
		Houston, Tex.	11-18-69	View lunar activities
		Chicago, Ill.	11-25-69	Sword of Loyola dinner
		New York, N.Y.	4- 2-70	Lotos Club Centennial dinner
		Cape Kennedy, Fla.	4-10-70	Apollo 13 launch
		Washington, D.C.	5-16-70	Return from commencement address
		Worcester, Mass.	6- 7-70	Address to Worcester Polytechnic Institute
Phillips, Mrs. Samuel C.	Samuel C. Phillips, former Apollo Program Director, OMSF	Houston, Tex.	12-26-68	Apollo 8 splashdown
		Ellington AFB, Tex.	3-19-69	Air Force Association annual meeting
		Cape Kennedy, Fla.	7-10-69	Apollo 11 launch
Scheer, Hillary	Julian W. Scheer, Assistant Administrator, Office of Public Affairs	Huntsville, Ala.	8- 1-69	Huntsville award ceremony
		Washington, D.C.	12-27-68	Return from Apollo 8 splashdown
		Cape Kennedy, Fla.	2-23-69	Apollo 9 launch
Scheer, Mrs. Julian W.	Julian W. Scheer, Assistant Administrator, Office of Public Affairs	Cape Kennedy, Fla.	7-10-69	Apollo 11 launch
		Cape Kennedy, Fla.	11-10-69	Prelaunch activities
		Cape Kennedy, Fla.	12-16-68	Apollo 8 launch
		Washington, D.C.	12-27-68	Return from Apollo 8 splashdown
		New York, N.Y.	1-10-69	Apollo 8 postflight activities
		Cape Kennedy, Fla.	2-23-69	Apollo 9 launch
Shapley, Mrs. Willis H.	Willis H. Shapley, NASA Associate Deputy Administrator	Cape Kennedy, Fla.	7-10-69	Apollo 11 launch
		Cape Kennedy, Fla.	11-10-69	Prelaunch activities
		Cape Kennedy, Fla.	11-10-69	Prelaunch activities
Skaggs, Mrs. James B.	James B. Skaggs, Director, Office of Plans Integration, Office of the Administrator	Wallops Island, Va.	4-13-69	Wallops Station ceremonies
Skaggs, Mrs. James B.	James B. Skaggs, Director, Office of Plans Integration, Office of the Administrator	Huntsville, Ala.	8- 1-69	Huntsville award ceremony
Smith, Mrs. Francis B.	Francis B. Smith, Assistant Administrator, Office of University Affairs	Gainesville, Fla.	10- 6-68	Dedication of Space Science Research Building
Tepper, Brad	Morris Tepper, Director of Meteorology, OSSA	Wallops Island, Va.	4-13-69	Wallops Station ceremonies
Tepper, Mrs. Morris	Morris Tepper, Director of Meteorology, OSSA	Wallops Island, Va.	4-13-69	Wallops Station ceremonies
Truszynski, Mrs. Gerald M.	Gerald M. Truszynski, Associate Administrator, Office of Tracking and Data Acquisition	Wallops Island, Va.	4-13-69	Wallops Station ceremonies
von Braun, Peter	Wernher von Braun, Deputy Associate Administrator (Planning), Office of the Administrator	Washington, D.C.	4-11-70	Return from Apollo 13 launch
		Huntsville, Ala.	6-27-70	George C. Marshall Space Flight Center ceremonies
von Braun, Mrs. Wernher	Wernher von Braun, Deputy Associate Administrator (Planning), Office of the Administrator	Washington, D.C.	4-11-70	Return from Apollo 13 launch
		Huntsville, Ala.	6-27-70	George C. Marshall Space Flight Center ceremonies
Webb, Mrs. James E.	James E. Webb, former NASA Administrator	Denver, Colo.	7-12-68	Speaking engagement
		Cape Kennedy, Fla.	10-10-68	Apollo 7 launch
Webb, Sarah	James E. Webb, former NASA Administrator	Cape Kennedy, Fla.	10-10-68	Apollo 7 launch
Wyatt, Mrs. DeMarquis D.	DeMarquis D. Wyatt, Assistant Administrator for Planning, Office of the Administrator	Cape Kennedy, Fla.	1- 2-69	Apollo 9 rollout
Wyatt, Keith	DeMarquis D. Wyatt, Assistant Administrator for Planning, Office of the Administrator	Cape Kennedy, Fla.	1- 2-69	Apollo 9 rollout

SUMMARY

1. It is NASA policy to provide transportation for families of NASA officials at Government expense when the purpose of such travel is to (1) accomplish a mission directed by the President or (2) acquaint the public with NASA activities. NASA cited the National Aeronautics and Space Act of 1958 as its authority for this policy.
2. Commercial aircraft were used to transport relatives of NASA officials on two occasions.
 - NASA chartered a 131-seat United Airlines DC-8 to fly 119 passengers, including 54 wives of NASA officials and six NASA guests, to the Apollo 11 commemorative dinner in Los Angeles at a cost to the Government of \$19,343.
 - Mrs. Barbara Paine made a trip to Australia between October 28 and November 12, 1969, as a representative of NASA.
3. NASA administrative aircraft (NASA No. 1) was used to transport 33 relatives of 23 NASA officials during fiscal years 1969 and 1970.